

## **PUBLIC WORKS ADMINISTRATOR**

**\$6,190 to \$7,524 Per Month**

**Open: July, 2015**

**Final Filing Date: Open Until Filled**

### **THE POSITION**

This collaborative and enthusiastic leader must possess excellent communication skills with a strong customer service approach and the ability to develop successful relationships with a variety of stakeholders. The ideal candidate will have three years of increasingly responsible public works related administration, budgeting, and contract administration experience, including at least two years in a supervisory or management capacity. Qualified candidates will also possess a Bachelor's degree from an accredited college or university with major course work in civil engineering, construction, public administration or a closely related field.

Under general direction of the Town Manager, the Public Works Administrator plans, directs, and oversees a broad range of Town engineering, public works maintenance services, including, but not limited to, contract engineering, landscape and building maintenance, and public works (streets, trees, concrete and equipment maintenance). This is an at-will position.

### **ESSENTIAL DUTIES**

Plans, implements, directs, controls and manages a variety of projects and activities related, but not limited to, public works, and landscape and building maintenance; coordinates department activities with other agencies, consultants, developers and contractors. Supervises employees, including a Contract Engineer, which involves prioritizing and assigning work, conducting performance evaluations, and making decisions on hiring, termination, and disciplinary actions; plans, organizes, and reviews the work of staff and consultants engaged in project design, private development, construction management, property services and relocation, traffic engineering, maps and plan design; conducts negotiations for engineering contracts and service agreements with other agencies; administers service contracts associated with assigned areas of responsibility; approves plans, estimates and contract documents for major Public Works structures and projects; oversees the issuance of construction, demolition, excavation and encroachment permits; directs the preparation, coordination and review of surveys, plans,

specifications, reports, contracts, agreements, projects and requests for proposals in accordance with state and federal laws and regulations and local codes.

Directs the preparation of the department's budgets, financial reports, and capital improvement budgets; monitors revenues and expenditures; leads the preparation and implementation of long-term capital improvement programs; formulates departmental and engineering goals and long-range plans, and develops workload indicators to measure progress and achievements; facilitates, leads, and/or participates in meetings and committees; represents the department and the Town at meetings and conferences; serves as a liaison between departments, external organizations, the general public, and other agencies; performs related duties as required.

## **THE BENEFITS**

**Retirement** – For employees already in the CalPers system is 2% at 55 and new CalPers employees is 2% @ 62 formula.

**Health Insurance** – Town pays state annuitant rate for single, double and family plans on Pers health plan choices.

**Section 125 Cafeteria Plan** - Amount that is withheld in excess of annuitant rate for health care coverage are deductible pre-tax. Employees can pay into a Flexible Spending Account (FSA) for medical, dental and child or senior care.

**Deferred Compensation Plan** – PERS 457 plan available (no employer share).

**Vacation** – Leave accrues based on years of service between 10 days and 20 days per year.

**Other Leaves** – Sick leave equates to 8 hours per month (unlimited accrual). Administrative leave is 60 hours per calendar year (no rollover).

**Holiday** – 12 paid holidays per year.

## **SELECTION PROCESS**

Applications will be screened and evaluated for relevant training and experience. Those applicants determined to be among the most qualified will be invited to an examination process.

Application packets are available online at [www.loomis.ca.gov](http://www.loomis.ca.gov).